

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: April 18, 2016
CC: All Departments



Spring Newsletter Articles Due to Alison by April 25th

Town Administrator: This past week consisted of several meetings including a States Landing Improvements Project update with the Town Engineer, a business visitation to CruCon with Superintendent Noyes, a very informative update on the Moultonborough Bay Inlet Study Project, a meeting with a representative from Waste Management regarding our single stream recycling project, a meeting with representatives of the Conservation Commission regarding an easement purchase, and the CIPC “kick off” meeting. The search for a new Town Planner continues, and advertising begins this week for a new Public Works Director. Saturday, May 14, is the date set for the States Landing Beach and Park area annual neighborhood clean-up; the Select Board members will be flipping burgers and grilling hot dogs for those who participate. A tentative date of May 13 has been set for converting to single stream recycling at the Transfer Station. Details about the changes to our recycling program will be distributed starting May 1. The Select Board approved a proposal for a new Adopt-A-Spot location from Stephens Landscaping. The triangle traffic island at the intersection of Route 25 and Lake Shore Drive will be enhanced with a new focal ornamental tree and garden. On Friday, I attended a NH Municipal Managers meeting and training in Concord. The Select Board will hold a work session this Thursday beginning at 4:00 p.m. that will include a joint meeting with the School Board. Have a great week!

Finance: Nothing to report this week.

Assessor: Nothing to report this week.

Tax Collector: After conducting the required notices, we executed liens on approximately 170 properties on April 6, 2016 at 1:30 p.m. The total Real Estate Tax Lien was \$218,725.49 of which \$201,674.10 was for unpaid 2015 taxes and the remaining amount was for interest and costs. Those accounts are now accumulating interest at the rate of 18% per annum. I also executed a lien for the unpaid Bay District Sewer Taxes. Thereafter, the required Affidavits were signed under oath, the Affidavit and list of properties was forwarded to the Selectmen and the Commissioners, the Reports of Liens were forwarded to the Carroll County Registry of Deeds for recording, the Reports were forwarded to the abstractor along with a request to search for mortgagees on each of the properties, and emailed the delinquent lists to three banks/tax services that requested same. Upon the return of the recorded Lien, we entered the recording information into the Avitar tax system. On April 11, 2016, we prepared and mailed 26 courtesy letters to owners of properties currently in danger of the tax deeding process for unpaid 2013 real estate taxes with a suggestion that “now is the time to make arrangements to pay these outstanding taxes.” The tax deeding process will begin the end of July.

Town Clerk: Nothing to report this week.

Public Works & Facilities:

Highway Division: It was 31-57 degrees this week with some rain on Monday and Tuesday. Ruel Sweeping has begun our springtime street sweeping and will be working their way around town. Grading has been done on Bodge Hill Road and Kent Road this week. A tree was removed and stumping was done on Harvard Camp and ditching at Bean Road's entrance was completed. Signs were replaced on Calverly Road, Winaukee Road, and Moultonboro Neck. Our Dig Safe permit numbers were refreshed for Melly Lane, Paradise Drive and Lands End Lane. On the equipment list was putting "on-spots" instant chains away into the storage container, the last of the wings and plows were removed and sanders hung for the season. The helper spring was replaced and a LOF done on Truck #3. The swapping of winter to summer tires has begun on the Police Department's cruisers. The WMF fork lift tire was taken to Belknap Tire for repair and pricing for four new ones requested, the window in the backhoe just blew out with no apparent reason as to why and was replaced by Nortax. All sander chains have been lubed for summer storage. One crew member had a minor accident changing tires that however resulted in a broken finger. Agt. Kinmond discussed the 2016 Road Projects and paving bid with the engineer. Agt. Kinmond prepared documents for 2022 CIP submission and reviewed 2017 items for updated quotes. Agt. Kinmond also worked on preparing memos and bid specs for upfit of a 10 wheeler and of one-ton flatbed with toolboxes, plow and sander.

Facility & Grounds Division: Regular buildings checks were done with no findings to report and recyclables and trash removed from buildings. At the playground, equipment was set up, trash checked and some cleanup was done. The town building parking lots were cleaned up from debris and such. A phone wire was relocated at the town clerk's office by running it through conduit and across ceiling as to get it up off the floor and out of the traffic areas. Holes were drilled through the computer workstations at the Highway Department to re-route the wires more effectively and with less chances of entanglement or tripping. Old refrigerators were removed from the Recreation Department and concession stand at the playground, delivered to the transfer station and newer donated ones put in their place.

WMF Division: This week the facility shipped out one MSW, one demo, one 30-yard container of mixed paper, and a 30-yard of non-ferrous metal. We also shipped out 37 bales of cardboard through NRRA and had our forklift tire fixed.

Moultonborough Police Department: **PD Activity:** The Moultonborough Police Department recorded 715 log entries, which included the following calls for service, 78 motor vehicle stops, 11 assists to Fire/EMS, 1 Directed Patrol, 6 arrests, 1 complaint, 3 MV Accidents, 6 MV Complaints, 7 residential alarms, 0 commercial alarms and 2 K-9 complaints.

Training:

April 4 - April 8, Officer Pare attending police academy

April 11 - April 15, Officer Pare attending police academy

April 7 & April 15, Officer Bagan attending police academy

April 11-13, Comm Spec Linda Eldridge & Comm Spec Kathy Lord attended NHEDA Dispatch Conference

April 12 & 13, Admin Ginny Welch attended NHEDA Dispatch Conference.

Moultonborough Fire Department:

Year to date there has been 215 calls for emergency service.

For the period of 4/8/2016 to 4/14/2016 there were 11 calls for service: There were (3) Medical Emergencies, (1) Brush Fire, (1) Lift Assist, (1) Unauthorized Burning call, (1) Motor Vehicle Accident, (2) Hazardous Material Release Investigations, and (2) False Fire Alarms. Moultonborough Fire Rescue gave mutual aid assistance on one call to Meredith.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 7:11 minutes
Overall Average Manpower per incident: 4 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 6:53 minutes

Overall Average Day Time Manpower per incident: 4 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 8:00 minutes

Overall Average Night/Weekend Manpower per incident: 4 Firefighters/Incident

Operations:

4/11: Work session at Central Station

4/14: Department Meeting

1 Public education on fire permit laws

5 Fire permits issued

2 Requests for information

Office of Development Services Planning: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: The Softball Clinics with the MA Varsity Team went well this past weekend. The season will open on April 30 for all levels. This week, the spring session of the CATCH Kids program and the after school Gym Days program will wrap up for the school year. In mid-May, Granite State Track will start up. The track program is for 9-14 yr. old boys and girls. There are three local meets scheduled, followed by the Regional meet and the State meet. The program will run through June 24. Yoga returns to the Recreation Department on Thursday, April 21, with certified instructor, Sherry Wakefield. Next week, MRD is offering a Safe Sitter Training Class on Tuesday, April 26, at the Recreation Department. The class is for boys and girls ages 11 through 16. Summer Brochures are scheduled to be in our office later today, April 18. There will be copies available at Town Hall, the Library, and the Recreation Department.

Important Dates to Remember

Board of Selectmen's Work Session & Joint BOS/School Board Com., April 21, 2016, 4 PM

Board of Selectmen's Meeting, April 28, 2016, 7 PM

Staff Meeting, Tuesday – May 3, 2016, 9:00 AM